

Before submitting a grant application electronically to the U.S. Embassy in Panama, an individual or organization applying for the grant must complete a one-time registration at [Grants.gov](https://www.grants.gov) following [the steps to register](#). All registration formalities must be completed prior to submission of the grant proposal. If you have not previously completed any of the registration formalities, read all instructions below before you register. To start your registration, go on www.grants.gov

Registering as an Individual

Before applying for a funding opportunity, you need to register with Grants.gov. Below are instructions for registering as an individual.

An **individual** is an applicant who submits grant applications on their own behalf, not representing an organization, institution, or government. Individual applicants can only apply for funding opportunities that allow individual people to receive the funding. Before applying, individual applicants should confirm the eligibility requirements in the Synopsis and Full Announcement portion of the funding opportunity.

Most funding opportunities on Grants.gov are only eligible to organizations, but there are opportunities for individuals. Review the [Check Your Eligibility](#) page to learn about how to find the specific eligibility requirements for an opportunity you're interested in.

How Do I Register?

To register as an individual, there are three main steps:

Individual Applicant Registration Steps				
1. Find a funding opportunity that individuals are eligible to apply for	→	2. Use the Funding Opportunity Number (FON) to register	→	3. Complete the registration form to create a username and password

Registering as an Organization

Before applying for a funding opportunity, your organization needs to register with Grants.gov, and so do you as an Authorized Organization Representative (AOR). We recognize registration activities are not fun and take up your time, but these are parts of the security process the U.S. Government must use to prevent fraud and abuse of funds. Below are instructions for registering as an organization.

An **organization** is an entity that submits grant applications on behalf of the group, such as a state government, nonprofit organization, or a private business. Registering as an organization has five main steps. Below is an overview of the registration process. Click one of the steps to view more detailed instructions.

Please make sure to begin registration early, as the process takes between three business days and three weeks. If you do not complete your registration by the submission deadline, then you are unlikely to be allowed to submit an application. You should contact the agency point of contact listed on the grant opportunity to discuss that agency's policy.

1. Obtain a DUNS Number

How do I get a DUNS number?	→	Call 1-866-705-5711 or access the Dun & Bradstreet website http://fedgov.dnb.com/webform .	→	How long does this step usually take?	→	1-2 business days
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2. Register with SAM

How do I register with the System Award Management (SAM)?	→	Access https://www.sam.gov . You'll also need the authorizing official of your organization and an Employer Identification Number (EIN).	→	How long does this step usually take?	→	7-10 business days (2 more weeks to acquire an EIN)
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3. Create Username and Password

How do I create a username and password with Grants.gov?	→	Complete your Authorized Organization Representative (AOR) profile and create your username and password . You'll need to use your organization's DUNS Number.	→	How long does this step usually take?	→	Same day
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NOTE: Passwords expire every 60 days and accounts inactive for 1 year or more result in removal of all account roles. For more Account Management information, review the [Applicant FAQs](#).

4. Authorize the AOR

How is my request for AOR access authorized by the EBiz POC?	→	Request approval, then your organization's EBiz POC must log in to Grants.gov to confirm you as an AOR.	→	How long does this step usually take?	→	Same day (depends on your EBiz POC)
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5. Track AOR Status

How do I track my AOR status?	→	Log in to Grants.gov and look at the Applicant Center welcome box for your current status.	→	How long does this step usually take?	→	Same day
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Grants.gov Online User Guide

Find registration, login, and search instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.